

STATE PROCUREMENT OFFICE
SETTLEMENT AND SCHEDULING CONFERENCE
CHAPTER 103F, HRS
PURCHASES OF HEALTH AND HUMAN SERVICES

PARTIES	
Protestor/Applicant	State Purchasing Agency
Name: _____	Department: _____
Address: _____	Division: _____
	Branch/Office: _____
Contact Person: _____	Procurement Officer: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____

PROTESTED MATTER	
<input type="checkbox"/> Competitive POS RFP No. _____	<input type="checkbox"/> Restrictive POS RH No. _____
Description of Health and Human Service Procured: 	

ORDER	
The above-named parties or their representatives are hereby ordered, pursuant to Section 3-148-302, HAR, to attend a settlement and scheduling conference	
on _____ at _____ <div style="text-align: center;"><small>(Date)</small> <small>(Time)</small></div>	
The conference shall be conducted:	
<input type="checkbox"/> face-to-face at _____ <div style="text-align: center;"><small>(Address and room number of meeting place)</small></div>	
<input type="checkbox"/> by telephone	
<input type="checkbox"/> by other electronic medium: _____	
If a party desires to attend by an alternate method, please contact:	
_____ at _____ to make appropriate arrangements. <div style="text-align: center;"><small>(Name of contact)</small> <small>(Phone number)</small></div>	
_____ <div style="text-align: center;"><small>(Signature of head of state purchasing agency or designee)</small></div>	_____ <div style="text-align: center;"><small>(Typed/printed name)</small></div>
_____ <div style="text-align: center;"><small>(Date)</small></div>	_____ <div style="text-align: center;"><small>(Position)</small></div>